



# *Consultants for Children, Inc.*

Consultants for Children, Inc.  
Respite Provider

Date Prepared:

Reports To: Case Manager for Clinical Needs and Human Resources for Admin Needs

Hours:

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## **Position Summary:**

The Respite Provider will provide caregivers of individuals with special needs a break from their caregiving duties by watching the individual while the caregiver participates in another activity. This service will typically be with individuals with autism and/or other developmental disabilities in the home, community and clinic settings.

Essential components of this position are listed below but subject to change at the discretion of Consultants for Children, Inc. This job description describes essential job functions, but does not provide an exhaustive list of duties that may be assigned. Specific duties & responsibilities will vary depending upon classification.

## **Measure of Success:**

- Take RBT training course
- Maintains 100% accuracy in NPA
- Maintains 95% or higher attendance rate

## **Duties/Responsibilities/Tasks:**

- Communicate with supervisory staff.
- Stay Client focused by allowing personal choice and treating Participants with dignity and respect, provide a caring approach to Participant needs (emotional, physical)
- Follow the instructions given by the office, family, and Participants unless there is a safety issue.
- Make safety, in home, community, or clinic, a priority
- Maintain CPR and First Aid certifications
- Follow emergency procedures, providing assistance as needed (1st Aid/CPR, alerting family)
- Provide personal care that may be required like feeding, dressing, toileting, bathing, lifting, transferring and administer and follow the company's medication procedures.
- Prepare meals during the respite period and do light housekeeping as needed (based on individual need)
- Care for a maximum of three individuals during respite
- Participate in all required meetings.
- Properly records time in NPA with notes.
- Follow behavior intervention plans for ABA clients.
- Be prepared for respite sessions with proper rest prior
- Arrive on time for scheduled shifts
- Fulfill agreement of your declaration of availability and give two weeks' notice for schedule changes
- Have pertinent medical consent and family information file with you at all times while providing respite and follow instructions in the family information.
- Clean up after the respite so you leave the property, whether home, community or clinic, the same condition that you found it.

- Complete incident reports when necessary
- Report abuse in compliance with mandated reporter requirements
- Participate in annual training through the company

**Knowledge/Skills/Abilities:**

- Patience and empathetic.
- Ability to interact well with individuals with physical and intellectual challenges, and their families.
- Ability to work cooperatively as a therapy team member.
- Ability to work well independently.
- Reliable and punctual.
- Able to drive to clients' homes at various times of day.
- Excellent at setting appropriate boundaries
- Demonstrate independent problem solving while maintaining compliance with company procedures

**Other Requirements**

- Be at least 18 years of age.
- Have graduated from high school or earned a high school equivalency degree.
- Pass a background check.
- Pass a drug test.
- CPR/First Aid Certification

Employee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: Germaine Seufert

Signed: \_\_\_\_\_ Date: \_\_\_\_\_